



**Okaloosa County District School Board School
Internal Funds**

FINANCIAL STATEMENTS

June 30, 2021



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INDEPENDENT AUDITORS' REPORT

To the Okaloosa County District School Board
and Marcus Chambers, Superintendent of Schools
Fort Walton Beach, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the Okaloosa County District School Board School Internal Funds as of and for the year ended June 30, 2021, and the related notes to the financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Okaloosa County District School Board School Internal Funds as of June 30, 2021, and the respective changes in financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter – School Internal Funds

As discussed in Note 1 to the financial statements, the financial statements present only the school internal funds and do not purport to, and do not, present the Okaloosa County District School Board's financial position as of June 30, 2021 and the changes in financial position, or, where applicable, cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Emphasis of Matter – New Accounting Guidance

As discussed in Note 1 to the financial statements, the Okaloosa County District School Board School Internal Funds implemented new accounting guidance under Government Accounting Standards Board (GASB) Statement No. 84, Fiduciary Activities. The Okaloosa County District School Board School Internal Funds' implementation of the new accounting standard significantly changes the financial statement reporting requirements, and as a result, the Okaloosa County District School Board School Internal Funds has restated its beginning net position balance. Our opinion is not modified with respect to this matter.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the Okaloosa County District School Board School Internal Funds' basic financial statement. The accompanying supplemental schedules of cash receipts and disbursements by school for the year ended June 30, 2021, are presented for purposes of additional analysis and are not a required part of the basic financial statements. The supplemental schedules of cash receipts and disbursements by school are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 30, 2021, on our consideration of the Okaloosa County District School Board School Internal Funds' internal control over financial reporting and on our tests of its compliance with certain provisions of

laws and regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Okaloosa County District School Board School Internal Funds internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Okaloosa County District School Board School Internal Funds' internal control over financial reporting and compliance.

Carr, Riggs & Ingram, L.L.C.

CARR, RIGGS & INGRAM, LLC

Miramar Beach, Florida

November 30, 2021

**Okaloosa County District School Board
School Internal Funds
Statement of Fiduciary Net Position**

<i>June 30,</i>	2021
Assets	
Cash and cash equivalents	\$ 3,615,398
Investments	1,701,222
Total assets	5,316,620
Liabilities	
Accounts payable	57,951
Credit cards payable	95,687
Total liabilities	153,638
Net Position	
Restricted for school internal funds	5,162,982
Total net position	\$ 5,162,982

The accompanying notes are an integral part of these financial statements.

**Okaloosa County District School Board
School Internal Funds
Statement of Changes in Fiduciary Net Position**

For the year ended June 30,

2021

Additions

Athletics	\$	3,912,473
Music		702,770
Classes		898,458
Clubs		371,178
Departments		407,381
Trusts		1,917,572
General		416,879
<hr/>		
Total additions		8,626,711

Deductions

Athletics		2,911,979
Music		550,895
Classes		774,807
Clubs		355,526
Departments		320,433
Trusts		3,081,077
General		277,640
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Total deductions		8,272,357

Change in net position 354,354

Net position, beginning (as restated) 4,808,628

Net position, ending \$ 5,162,982

The accompanying notes are an integral part of these financial statements.

**Okaloosa County District School Board
School Internal Funds
Notes to Financial Statement**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The Okaloosa County District School Board (District) has direct responsibility for operation, control, and supervision of District schools and is considered a primary government for financial reporting. The District is considered part of the Florida system of public education. The governing body of the District is the Okaloosa County District School Board which is composed of five elected members. The elected Superintendent of Schools is the executive officer of the School Board. Geographic boundaries of the District correspond with those of Okaloosa County.

Individual schools within the District are considered separate entities with regards to the accounting and reporting of their internal funds.

Fund Financial Statements

These financial statements present the District's fiduciary fund used to account for resources of the school internal funds which are used to administer moneys collected at the District's schools in connection with school, student athletic, class, and club activities.

Basis of Accounting

In accordance with Florida Statutes, the District accounts for its student activity accounts as an agency fund. This fund is organized into sub-funds to account for each school in the District. The operations of each sub-fund are accounted for with a separate set of self-balancing accounts that comprise each school's assets, liabilities, fund balance, revenues and expenditures. Each sub-fund is generally divided into seven student activity/project classifications, although not all schools utilize all seven classifications. These classifications are athletics, music, classes, clubs, departments, trust funds and general.

The financial statement of the District's internal funds has been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units.

Cash, Deposits and Investments

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Investments

Investments for the District are reported at fair value (generally based on quoted market prices) except for the position in the State Treasurer's Investment Pool (Pool). The State Treasurer's Investment Pool meets all of the specified criteria in Section 150: Investments to qualify to elect to measure their investments at amortized cost. Accordingly, the fair value of the District's position in the pool is equal to the value of the pooled shares.

**Okaloosa County District School Board
School Internal Funds
Notes to Financial Statement**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of Estimates

The preparation of U.S. GAAP financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and changes therein, disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Subsequent Events

Management has evaluated subsequent events through the date that the financial statements were available to be issued, November 30, 2021, and determined there were no events that occurred that required disclosure. No subsequent events occurring after this date have been evaluated for inclusion in the financial statements.

Recently Adopted Accounting Guidance

In January 2017, the GASB issued new accounting guidance that created Statement No. 84, Fiduciary Activities. The District elected to adopt the new standard effective July 1, 2020. The Statement improves guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. Governments with activities meeting certain criteria should present a statement of fiduciary net position and a statement of changes in fiduciary net position. The District considers the school internal fund to meet the criteria for reporting as fiduciary activities. As such, the District restated its beginning net position as follows:

<i>June 30,</i>	2021
Net position, beginning of year, before restatement	\$ -
Cumulative effect of change in accounting principle	4,808,628
Total investments	\$ 4,808,628

NOTE 2: DETAILED NOTES ON ALL FUNDS

Deposits and Investments

As of June 30, 2021, a portion of the District’s bank balances is covered by federal depository insurance (FDIC). Monies invested in amounts greater than the insurance coverage are secured by the qualified public depositories pledging securities with the State Treasurer in such amounts required by the Florida Security for Public Depositories Act. In the event of a default or insolvency of a qualified public depositor, the State Treasurer will implement procedures for payment of losses according to the validated claims of the District pursuant to Section 280.08, Florida Statutes.

**Okaloosa County District School Board
School Internal Funds
Notes to Financial Statement**

NOTE 2: DETAILED NOTES ON ALL FUNDS (Continued)

The investment program is established in accordance with the District’s investment policy and Section 218.45, Florida Statutes, which allows the District to invest in the Florida State Board of Administration intergovernmental investment pool or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act of 1969, direct obligations of the United States Government, obligations of the different agencies of the Federal Government, registered money market funds and accounts of state qualified public depositories.

The following is a summary of the District’s investments:

<i>June 30,</i>	2021	Credit Risk	Maturities
Certificates of deposit	\$ 738,019	n/a	Various through February 2024
State Board of Administration Florida PRIME	963,203	S&P AAAM	50 days
Total investments	\$ 1,701,222		

The District holds funds in the Florida PRIME investment pool managed by the Florida State Board of Administration. As a participant in this pool, the District follows GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*, which establishes criteria for an external investment pool to measure all of its investments at amortized cost for financial reporting purposes. An external investment pool qualifies for that reporting if it meets all of the applicable criteria established in the statement. Florida PRIME indicates that it meets the qualifications the standard requires. Accordingly, the investment in Florida PRIME is reported at amortized cost.

There are no limitations or restrictions on withdrawals from Florida PRIME, although, on the occurrence of an event that has a material impact on liquidity or operations of the trust fund, the fund’s executive director may limit contributions to or withdrawals from the trust fund for a period of 48 hours.

The District also holds funds in various certificates of deposit. These investments are considered nonparticipating interest-earning investment contracts and are reported at amortized cost.

Interest rate risk – Interest rate risk is the possibility that interest rates will rise and reduce the fair value of an investment. The District does not have a formal policy for addressing interest rate risk; however, investments are made with discretion, to seek reasonable returns, preserve capital, and in general, avoid speculative investments. The District manages its exposure to declines in fair values from interest rate changes by reviewing the portfolio on an ongoing basis for changes in effective yield amounts.

Credit risk – Section 150: *Investments* of the GASB Codification requires that governments provide information about credit risk associated with their investments by disclosing the credit rating of investments in debt securities as described by nationally recognized statistical rating organizations. The District’s investment policy does not specifically address credit risk.

**Okaloosa County District School Board
School Internal Funds
Notes to Financial Statement**

NOTE 2: DETAILED NOTES ON ALL FUNDS (Continued)

Concentration risk – Section 150: *Investments* of the GASB Codification requires disclosures of investments in any one issuer that represents five percent or more of total investments, excluding investments issued or explicitly guaranteed by the U.S government, investments in mutual funds, external investments pools and other pooled investments. The District’s investment policy does not address concentration risk.

Supplementary Information

**Okaloosa County District School Board
School Internal Funds
Listing of Schools**

Elementary Schools:

Antioch Elementary School
Bluewater Elementary School
Bob Sikes Elementary School
Destin Elementary School
Lula J. Edge Elementary School
Annette P. Edwins Elementary School
Eglin Elementary School
Elliott Point Elementary School
Florosa Elementary School
Kenwood Elementary School
Longwood Elementary School
Mary Esther Elementary School
Northwood Elementary School
James E. Plew Elementary School
Riverside Elementary School
Shalimar Elementary School
Walker Elementary School
Wright Elementary School

Middle Schools:

Max Bruner, Jr. Middle School
Davidson Middle School
Destin Middle School at Regatta Bay
Clifford Meigs Middle School
W.C. Pryor Middle School
C.W. Ruckel Middle School
Shoal River Middle School

High Schools:

Choctawhatchee Senior High School
Crestview Senior High School
Fort Walton Beach Senior High School
Niceville Senior High School

Other Schools:

Baker School
Okaloosa Technical College
Laurel Hill School
Addie R. Lewis School
Lance C. Richbourg School
Okaloosa STEMM Academy
Silver Sands School
Southside Primary School

**Okaloosa County District School Board
School Internal Funds
Schedule of Cash Receipts and Disbursements**

ANTIOCH ELEMENTARY SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Music	\$ 711	\$ 436	\$ (118)	\$ (415)	\$ 614
Classes	1,724	6,432	(4,201)	22,973	26,928
Clubs	3,955	718	-	327	5,000
Departments	87,650	83,787	(47,072)	(58,312)	66,053
Trust Funds	26,824	54,592	(99,532)	40,399	22,283
General	24,974	6,783	(17,870)	(4,972)	8,915
TOTALS	\$ 145,838	\$ 152,748	\$ (168,793)	\$ -	\$ 129,793

BLUEWATER ELEMENTARY SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Music	\$ 13,332	\$ -	\$ (53)	\$ (268)	\$ 13,011
Classes	4,139	3,812	(4,485)	(271)	3,195
Departments	7,915	3,479	(1,491)	177	10,080
Trust Funds	72,964	74,770	(71,468)	4,631	80,897
General	23,052	22,953	(9,465)	(4,269)	32,271
TOTALS	\$ 121,402	\$ 105,014	\$ (86,962)	\$ -	\$ 139,454

**Okaloosa County District School Board
School Internal Funds
Schedule of Cash Receipts and Disbursements**

BOB SIKES ELEMENTARY SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Music	\$ 120	\$ -	\$ -	\$ (88)	\$ 32
Classes	19,418	1,429	(1,568)	(3,244)	16,035
Clubs	10,952	-	(1,397)	(200)	9,355
Departments	15,879	878	(2,135)	(1,163)	13,459
Trust Funds	96,388	49,117	(43,280)	4,355	106,580
General	14,987	18,179	(16,099)	340	17,407
TOTALS	\$ 157,744	\$ 69,603	\$ (64,479)	\$ -	\$ 162,868

DESTIN ELEMENTARY SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Music	\$ 1,902	\$ 2,113	\$ (1,095)	\$ 450	\$ 3,370
Classes	35,547	11,121	(31,304)	11,742	27,106
Departments	61,548	1,369	(9,275)	10,288	63,930
Trust Funds	159,082	126,758	(76,791)	(19,850)	189,199
General	54,105	21,210	(7,760)	(2,630)	64,925
TOTALS	\$ 312,184	\$ 162,571	\$ (126,225)	\$ -	\$ 348,530

**Okaloosa County District School Board
School Internal Funds
Schedule of Cash Receipts and Disbursements**

LULA J. EDGE ELEMENTARY SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Music	\$ 1,276	\$ -	\$ -	\$ -	\$ 1,276
Classes	16,060	2,855	(2,249)	(8,398)	8,268
Clubs	8,761	5,823	(9,675)	-	4,909
Departments	21,983	2,638	(6,487)	(5,044)	13,090
Trust Funds	20,794	25,590	(39,322)	15,097	22,159
General	11,570	7,013	(4,285)	(1,655)	12,643
TOTALS	\$ 80,444	\$ 43,919	\$ (62,018)	\$ -	\$ 62,345

ANNETTE P. EDWINS ELEMENTARY SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Music	\$ 8,085	\$ 2,044	\$ (43)	\$ (2,150)	\$ 7,936
Classes	775	-	(205)	(23)	547
Clubs	2,266	1,560	-	(1,538)	2,288
Departments	5,615	389	-	(2,044)	3,960
Trust Funds	10,615	13,197	(21,619)	8,589	10,782
General	19,654	6,496	(1,522)	(2,834)	21,794
TOTALS	\$ 47,010	\$ 23,686	\$ (23,389)	\$ -	\$ 47,307

**Okaloosa County District School Board
School Internal Funds
Schedule of Cash Receipts and Disbursements**

EGLIN ELEMENTARY SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Music	\$ 571	\$ -	\$ -	\$ 124	\$ 695
Classes	10,077	6,386	(5,846)	(1,387)	9,230
Departments	14,650	1,144	(482)	(567)	14,745
Trust Funds	15,070	31,474	(36,629)	3,340	13,255
General	5,345	11,746	(6,069)	(1,510)	9,512
TOTALS	\$ 45,713	\$ 50,750	\$ (49,026)	\$ -	\$ 47,437

ELLIOTT POINT ELEMENTARY SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Music	\$ 2,370	\$ -	\$ (59)	\$ 492	\$ 2,803
Classes	5,576	3,034	(1,659)	(1,162)	5,789
Departments	16,897	17,376	(11,267)	(7,054)	15,952
Trust Funds	15,696	18,628	(36,939)	10,035	7,420
General	5,354	6,171	(2,566)	(2,311)	6,648
TOTALS	\$ 45,893	\$ 45,209	\$ (52,490)	\$ -	\$ 38,612

**Okaloosa County District School Board
School Internal Funds
Schedule of Cash Receipts and Disbursements**

FLOROSA ELEMENTARY SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Music	\$ 563	\$ -	\$ (46)	\$ -	\$ 517
Classes	891	675	(361)	(272)	933
Clubs	1,273	1,006	(1,247)	(120)	912
Departments	2,053	2,929	(2,566)	(810)	1,606
Trust Funds	5,381	35,030	(22,088)	(14,432)	3,891
General	7,984	10,739	(9,195)	15,634	25,162
TOTALS	\$ 18,145	\$ 50,379	\$ (35,503)	\$ -	\$ 33,021

KENWOOD ELEMENTARY SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Music	\$ 146	\$ -	\$ -	\$ -	\$ 146
Classes	17,409	1,102	(1,648)	(2,724)	14,139
Clubs	3,477	1,811	(1,577)	(553)	3,158
Departments	24,431	9,348	(7,518)	(2,576)	23,685
Trust Funds	41,086	23,030	(39,458)	10,530	35,188
General	29,505	15,033	(6,651)	(4,677)	33,210
TOTALS	\$ 116,054	\$ 50,324	\$ (56,852)	\$ -	\$ 109,526

**Okaloosa County District School Board
School Internal Funds
Schedule of Cash Receipts and Disbursements**

LONGWOOD ELEMENTARY SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Music	\$ 425	\$ -	\$ -	\$ 667	\$ 1,092
Classes	13,089	2,632	(1,376)	(4,080)	10,265
Departments	4,077	4,032	(1,937)	(3,316)	2,856
Trust Funds	13,604	18,814	(31,120)	8,518	9,816
General	4,064	9,912	(4,123)	(1,789)	8,064
TOTALS	\$ 35,259	\$ 35,390	\$ (38,556)	\$ -	\$ 32,093

MARY ESTHER ELEMENTARY SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Classes	\$ 737	\$ 5	\$ 15	\$ (12)	\$ 745
Clubs	1,642	-	(30)	(513)	1,099
Departments	3,320	1,847	(66)	(1,598)	3,503
Trust Funds	23,348	27,596	(45,007)	5,335	11,272
General	768	15,048	(11,259)	(3,264)	1,293
TOTALS	\$ 29,815	\$ 44,496	\$ (56,347)	\$ -	\$ 17,964

**Okaloosa County District School Board
School Internal Funds
Schedule of Cash Receipts and Disbursements**

NORTHWOOD ELEMENTARY SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Classes	\$ 7,711	\$ 4,406	\$ (4,683)	\$ (1,260)	\$ 6,174
Departments	9,147	26,962	(5,476)	(18,375)	12,258
Trust Funds	17,664	28,501	(41,234)	7,750	12,681
General	12,503	3,940	(1,582)	11,885	26,746
TOTALS	\$ 47,025	\$ 63,809	\$ (52,975)	\$ -	\$ 57,859

JAMES E. PLEW ELEMENTARY SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Music	\$ 272	\$ -	\$ (92)	\$ (78)	\$ 102
Classes	14,311	22,945	(18,111)	(5,614)	13,531
Departments	13,065	29,171	(16,423)	(5,869)	19,944
Trust Funds	7,340	47,890	(57,351)	12,506	10,385
General	78,430	15,300	(2,696)	(945)	90,089
TOTALS	\$ 113,418	\$ 115,306	\$ (94,673)	\$ -	\$ 134,051

**Okaloosa County District School Board
School Internal Funds
Schedule of Cash Receipts and Disbursements**

RIVERSIDE ELEMENTARY SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Music	\$ 717	\$ -	\$ -	\$ (112)	\$ 605
Classes	1,971	3,182	(527)	(2,451)	2,175
Clubs	2,237	1,895	(1,792)	(143)	2,197
Departments	18,561	10,461	(19,690)	(1,873)	7,459
Trust Funds	17,023	28,142	(36,994)	6,616	14,787
General	7,740	7,286	(942)	(2,037)	12,047
TOTALS	\$ 48,249	\$ 50,966	\$ (59,945)	\$ -	\$ 39,270

SHALIMAR ELEMENTARY SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Music	\$ 277	\$ 77	\$ -	\$ -	\$ 354
Classes	1,303	3,827	(6,808)	2,844	1,166
Clubs	685	1,245	(1,167)	(157)	606
Departments	3,696	3,156	(3,668)	(1,375)	1,809
Trust Funds	57,638	49,899	(56,113)	12,184	63,608
General	23,197	19,566	(12,058)	(13,496)	17,209
TOTALS	\$ 86,796	\$ 77,770	\$ (79,814)	\$ -	\$ 84,752

**Okaloosa County District School Board
School Internal Funds
Schedule of Cash Receipts and Disbursements**

WALKER ELEMENTARY SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Music	\$ 600	\$ 2,943	\$ (295)	\$ (473)	\$ 2,775
Classes	9,499	2,228	(5,085)	4,124	10,766
Clubs	60	3,811	(1,856)	(2,015)	-
Departments	5,368	12,132	(11,238)	(1,370)	4,892
Trust Funds	31,035	58,783	(65,437)	(2,122)	22,259
General	11,573	926	(7,746)	1,856	6,609
TOTALS	\$ 58,135	\$ 80,823	\$ (91,657)	\$ -	\$ 47,301

WRIGHT ELEMENTARY SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Music	\$ 258	\$ -	\$ -	\$ (5)	\$ 253
Classes	6,435	2,980	(857)	661	9,219
Clubs	2,028	4,034	(4,695)	(25)	1,342
Departments	14,421	780	(902)	87	14,386
Trust Funds	26,273	28,934	(28,112)	(412)	26,683
General	4,289	4,106	(3,405)	(306)	4,684
TOTALS	\$ 53,704	\$ 40,834	\$ (37,971)	\$ -	\$ 56,567

**Okaloosa County District School Board
School Internal Funds
Schedule of Cash Receipts and Disbursements**

MAX BRUNER, JR. MIDDLE SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Athletics	\$ 8,998	\$ 82,151	\$ (52,639)	\$ (19,275)	\$ 19,235
Music	22,367	4,331	(2,640)	(1,521)	22,537
Classes	510	-	(455)	-	55
Clubs	10,577	11,843	(6,579)	(6,502)	9,339
Departments	2,570	2,500	(875)	(1,752)	2,443
Trust Funds	1,828	16,672	(46,418)	31,520	3,602
General	917	5,892	(2,770)	(2,470)	1,569
TOTALS	\$ 47,767	\$ 123,389	\$ (112,376)	\$ -	\$ 58,780

DAVIDSON MIDDLE SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Athletics	\$ 39,933	\$ 108,297	\$ (97,843)	\$ (6,554)	\$ 43,833
Music	42,552	36,177	(31,898)	(2,714)	44,117
Classes	3,415	3,567	(4,233)	(1,267)	1,482
Clubs	17,544	21,910	(15,039)	(4,171)	20,244
Departments	16,571	13,832	(12,184)	(2,441)	15,778
Trust Funds	17,723	24,889	(48,104)	17,855	12,363
General	14,220	3,869	(5,931)	(708)	11,450
TOTALS	\$ 151,958	\$ 212,541	\$ (215,232)	\$ -	\$ 149,267

**Okaloosa County District School Board
School Internal Funds
Schedule of Cash Receipts and Disbursements**

DESTIN MIDDLE SCHOOL AT REGATTA BAY

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Athletics	\$ 111,153	\$ 200,777	\$ (163,897)	\$ (39,575)	\$ 108,458
Music	41,798	9,129	(15,812)	(450)	34,665
Classes	22,040	3,621	(3,764)	(4,361)	17,536
Clubs	13,575	11,024	(11,567)	(2,206)	10,826
Departments	5,162	82	(345)	(862)	4,037
Trust Funds	8,518	29,553	(80,551)	47,749	5,269
General	4,220	5,581	(4,374)	(295)	5,132
TOTALS	\$ 206,466	\$ 259,767	\$ (280,310)	\$ -	\$ 185,923

CLIFFORD MEIGS MIDDLE SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Athletics	\$ 42,703	\$ 106,789	\$ (74,143)	\$ (31,786)	\$ 43,563
Music	11,854	5,547	(7,818)	(3,698)	5,885
Classes	1,661	-	-	-	1,661
Clubs	4,424	7,947	(7,340)	(610)	4,421
Departments	6,454	6,029	1,003	(5,429)	8,057
Trust Funds	2,910	14,474	(59,224)	42,830	990
General	1,682	6,458	(3,253)	(1,307)	3,580
TOTALS	\$ 71,688	\$ 147,244	\$ (150,775)	\$ -	\$ 68,157

**Okaloosa County District School Board
School Internal Funds
Schedule of Cash Receipts and Disbursements**

W. C. PRYOR MIDDLE SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Athletics	\$ 37,522	\$ 129,358	\$ (80,873)	\$ (23,959)	\$ 62,048
Music	1,300	14,312	(8,431)	(5,655)	1,526
Classes	31,779	54,063	(10,976)	(13,052)	61,814
Clubs	5,868	7,890	(8,793)	(302)	4,663
Departments	3,308	550	(578)	(1,042)	2,238
Trust Funds	12,414	78,700	(125,863)	46,823	12,074
General	4,759	13,182	(13,323)	(2,813)	1,805
TOTALS	\$ 96,950	\$ 298,055	\$ (248,837)	\$ -	\$ 146,168

C. W. RUCKEL MIDDLE SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Athletics	\$ 129,695	\$ 217,381	\$ (197,817)	\$ (7,887)	\$ 141,372
Music	54,204	56,756	(44,961)	(10,182)	55,817
Classes	11,559	2,010	(3,445)	-	10,124
Clubs	37,160	5,145	(12,343)	(6,716)	23,246
Departments	69,731	21,178	(55,027)	(4,152)	31,730
Trust Funds	43,551	25,621	(53,503)	23,498	39,167
General	11,994	16,461	(16,710)	5,439	17,184
TOTALS	\$ 357,894	\$ 344,552	\$ (383,806)	\$ -	\$ 318,640

**Okaloosa County District School Board
School Internal Funds
Schedule of Cash Receipts and Disbursements**

SHOAL RIVER MIDDLE SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Athletics	\$ 40,241	\$ 71,607	\$ (60,922)	\$ (16,685)	\$ 34,241
Music	5,597	29,295	(10,118)	(8,206)	16,568
Classes	7,403	2,558	(2,415)	(2,413)	5,133
Clubs	3,857	9,443	(6,793)	(1,785)	4,722
Departments	8,300	660	(248)	(80)	8,632
Trust Funds	6,094	19,821	(51,697)	28,633	2,851
General	1,382	3,599	(4,952)	536	565
TOTALS	\$ 72,874	\$ 136,983	\$ (137,145)	\$ -	\$ 72,712

CHOCTAWHATCHEE SENIOR HIGH SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Athletics	\$ 926	\$ 443,570	\$ (235,758)	\$ (206,664)	\$ 2,074
Music	4,187	89,771	(89,297)	(12)	4,649
Classes	900	5,782	(1,329)	(4,591)	762
Clubs	8,307	40,924	(50,344)	3,657	2,544
Departments	4,312	19,390	(11,772)	(10,422)	1,508
Trust Funds	4,090	46,043	(273,811)	226,135	2,457
General	6,411	11,496	(7,485)	(8,103)	2,319
TOTALS	\$ 29,133	\$ 656,976	\$ (669,796)	\$ -	\$ 16,313

**Okaloosa County District School Board
School Internal Funds
Schedule of Cash Receipts and Disbursements**

CRESTVIEW SENIOR HIGH SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Athletics	\$ 26,089	\$ 442,126	\$ (317,993)	\$ (18,765)	\$ 131,457
Music	2,871	102,986	(68,826)	(16,624)	20,407
Classes	9,993	4,944	(6,135)	343	9,145
Clubs	101,200	52,937	(50,956)	(6,996)	96,185
Departments	29,287	16,441	(11,668)	(894)	33,166
Trust Funds	45,309	90,394	(102,163)	45,879	79,419
General	13,122	9,249	(5,692)	(2,943)	13,736
TOTALS	\$ 227,871	\$ 719,077	\$ (563,433)	\$ -	\$ 383,515

FORT WALTON BEACH SENIOR HIGH SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Athletics	\$ 140,882	\$ 708,414	\$ (524,325)	\$ (117,889)	\$ 207,082
Music	1,160	118,296	(64,162)	(21,290)	34,004
Classes	1,968	730	(731)	(731)	1,236
Clubs	59,138	63,710	(55,641)	(14,909)	52,298
Departments	25,796	20,911	(15,960)	(7,627)	23,120
Trust Funds	47,230	44,950	(192,469)	157,036	56,747
General	12,208	26,180	(29,414)	5,410	14,384
TOTALS	\$ 288,382	\$ 983,191	\$ (882,702)	\$ -	\$ 388,871

**Okaloosa County District School Board
School Internal Funds
Schedule of Cash Receipts and Disbursements**

NICEVILLE SENIOR HIGH SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Athletics	\$ 282,440	\$ 1,004,479	\$ (807,326)	\$ (166,691)	\$ 312,902
Music	117,368	190,284	(174,269)	(20,112)	113,271
Classes	3,343	3,455	(1,911)	(813)	4,074
Clubs	73,412	58,212	(44,327)	(20,398)	66,899
Departments	109,971	52,944	(42,637)	(37,866)	82,412
Trust Funds	185,554	155,236	(319,803)	270,273	291,260
General	10,404	31,322	(9,130)	(24,393)	8,203
TOTALS	\$ 782,492	\$ 1,495,932	\$ (1,399,403)	\$ -	\$ 879,021

BAKER SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Athletics	\$ 80,854	\$ 286,141	\$ (207,674)	\$ (71,358)	\$ 87,963
Music	41,016	34,234	(29,051)	1,307	47,506
Classes	32,019	3,626	(5,954)	(1,696)	27,995
Clubs	29,030	38,022	(45,585)	(6,818)	14,649
Departments	14,791	22,313	(8,861)	(7,787)	20,456
Trust Funds	30,909	35,947	(127,631)	89,498	28,723
General	13,948	8,644	(9,522)	(3,146)	9,924
TOTALS	\$ 242,567	\$ 428,927	\$ (434,278)	\$ -	\$ 237,216

**Okaloosa County District School Board
School Internal Funds
Schedule of Cash Receipts and Disbursements**

OKALOOSA TECHNICAL COLLEGE

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Health					
Occupations	\$ 55,329	\$ 131,103	\$ (124,179)	\$ (6,661)	\$ 55,592
Industrial					
Education	285,874	400,710	(257,550)	(127,700)	301,334
Business/					
Office	11,608	136,766	(22,250)	(42,066)	84,058
Culinary Arts	13,696	26,025	(10,257)	(10,017)	19,447
Misc. Classes	10,905	19,615	(214,892)	198,981	14,609
Trust Funds	32,852	459,184	(491,011)	5,818	6,843
General	14,394	44,717	(23,706)	(18,355)	17,050
TOTALS	\$ 424,658	\$ 1,218,120	\$ (1,143,845)	\$ -	\$ 498,933

LAUREL HILL SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Athletics	\$ 26,100	\$ 80,766	\$ (71,117)	\$ (14,909)	\$ 20,840
Music	21	-	-	-	21
Classes	18,779	7,234	(8,136)	154	18,031
Clubs	8,138	15,107	(12,181)	(5,191)	5,873
Departments	6,758	765	(1,379)	(1,662)	4,482
Trust Funds	6,633	14,938	(32,905)	22,409	11,075
General	3,245	4,784	(1,473)	(801)	5,755
TOTALS	\$ 69,674	\$ 123,594	\$ (127,191)	\$ -	\$ 66,077

**Okaloosa County District School Board
School Internal Funds
Schedule of Cash Receipts and Disbursements**

ADDIE R. LEWIS SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Athletics	\$ 35,597	\$ 29,845	\$ (19,316)	\$ (7,455)	\$ 38,671
Music	2,571	4,039	(1,742)	-	4,868
Classes	2,561	700	(628)	(425)	2,208
Clubs	8,573	1,130	(943)	-	8,760
Departments	13,172	3,445	(3,003)	(3,011)	10,603
Trust Funds	18,643	36,415	(50,707)	14,375	18,726
General	15,009	14,591	(7,767)	(3,484)	18,349
TOTALS	\$ 96,126	\$ 90,165	\$ (84,106)	\$ -	\$ 102,185

LANCE C. RICHBOURG SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Classes	\$ 2,584	\$ 479	\$ (199)	\$ -	\$ 2,864
Departments	5,673	-	-	-	5,673
Trust Funds	6,265	7,465	(7,115)	-	6,615
General	2,930	1,894	(1,914)	-	2,910
TOTALS	\$ 17,452	\$ 9,838	\$ (9,228)	\$ -	\$ 18,062

**Okaloosa County District School Board
School Internal Funds
Schedule of Cash Receipts and Disbursements**

OKALOOSA STEMM ACADEMY

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Classes	\$ 2,591	\$ 1,000	\$ -	\$ (801)	\$ 2,790
Clubs	1,806	3,601	(3,311)	(4)	2,092
Departments	710	1,992	(1,994)	2	710
Trust Funds	19,247	41,843	(35,493)	1,749	27,346
General	2,086	512	(1,116)	(946)	536
TOTALS	\$ 26,440	\$ 48,948	\$ (41,914)	\$ -	\$ 33,474

SILVER SANDS SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Athletics	\$ 872	\$ 772	\$ (336)	\$ (583)	\$ 725
Music	19	-	(69)	144	94
Classes	8,778	3,783	(1,577)	(1,628)	9,356
Clubs	607	430	(348)	-	689
Departments	785	3,882	(249)	(1,638)	2,780
Trust Funds	80,603	16,517	(37,037)	5,890	65,973
General	2,531	2,994	(3,151)	(2,185)	189
TOTALS	\$ 94,195	\$ 28,378	\$ (42,767)	\$ -	\$ 79,806

**Okaloosa County District School Board
School Internal Funds
Schedule of Cash Receipts and Disbursements**

SOUTHSIDE PRIMARY SCHOOL

	Cash and Investments July 1, 2020	Receipts	Disbursements	Net Transfers	Cash and Investments June 30, 2021
Classes	\$ 6,221	\$ 7,636	\$ (2,833)	\$ (6,096)	\$ 4,928
Departments	4,774	8,589	(6,963)	(1,784)	4,616
Trust Funds	12,087	18,165	(29,562)	10,226	10,916
General	4,253	3,047	(664)	(2,346)	4,290
TOTALS	\$ 27,335	\$ 37,437	\$ (40,022)	\$ -	\$ 24,750



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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Okaloosa County District School Board
and Marcus Chambers, Superintendent of Schools
Fort Walton Beach, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Okaloosa County District School Board School Internal Funds (hereinafter referred to as the "District") as of June 30, 2021, and the related notes to the financial statements, and have issued our report thereon dated November 30, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, which are described in the accompanying Management Letter as items MLC 2021-01 through MLC 2021-17.

Purpose of the Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Carr, Riggs & Ingram, L.L.C.

CARR, RIGGS & INGRAM, LLC

Miramar Beach, Florida
November 30, 2021



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MANAGEMENT LETTER

To the Okaloosa County District School Board
and Marcus Chambers, Superintendent of Schools
Fort Walton Beach, Florida

Report on the Financial Statements

We have audited the financial statements of the Okaloosa County District School Board (“District”) School Internal Funds as of and for the year ended June 30, 2021, and have issued our report thereon dated November 30, 2021.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.800, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and our Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.800, Rules of the Auditor General. Disclosures in those reports which are dated November 30, 2021, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.804(1)(f)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

Financial Condition and Management

Section 10.804(1)(f)2., Rules of the Auditor General, requires us to communicate whether or not the District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to sections 10.804(1)(f)5.a. and 10.805(7), Rules of the Auditor General, we applied financial condition assessment procedures for the District. It is management's responsibility to monitor the District's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.804(1)(f)3., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we identified certain matters which are described as items MLC 2021-01 through MLC 2021-17 starting on page 34 following this letter.

Transparency

Section 10.804(1)(f)6., Rules of the Auditor General, requires that we communicate the results of our determination as to whether the District maintains on its web site the information specified in Section 1011.035, Florida Statutes. In connection with our audit, we determined that the District maintained on its web site the information specified in Section 1011.035, Florida Statutes.

Additional Matters

Section 10.804(1)(f)4., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that has occurred, or is likely to have occurred, that has an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the District School Board members, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Carr, Riggs & Ingram, L.L.C.

CARR, RIGGS & INGRAM, LLC

Miramar Beach, Florida
November 30, 2021

**Okaloosa County District School Board
School Internal Funds
Management Letter Comment – Destin Elementary School**

The following legend should be used in conjunction with reviewing the “Rating” of each of the identified internal control items:

IP = Improvement Point	D = Control Deficiency	SD = Significant Deficiency	MW = Material Weakness
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CONTROL NUMBER	RATING	AREA	ITEM NOTED	SUGGESTION	MANAGEMENT ACTION
ML 2021-01	IP	Disbursement Documentation The Okaloosa County School District Internal Account Manual, Section 1.026(5) provides guidance on the process for disbursements. The section requires that “disbursements must be made from original invoice only.” In addition, Chapter 8 of the Red Book, Section I, 1.8 states that sound business practices should be observed in expending all transactions.	During our audit, we noted 1 instance out of a sample of 15 disbursements in which vendor invoices were missing and 1 instance in which the amount paid did not match vendor invoice. In addition, we identified 1 instance in where approval for the disbursement is dated after the date it was made.	We recommend the school ensure all expenditures reconcile to the requisition and invoice(s). If the amount differs, and explanation for the difference must be included on the invoice(s) and reconcile to the total amount of the check. This will document compliance with Section 1.026(5) of the policy manual and indicate the expenditures have proper backup documentation. In addition, approval of the check requisition form should occur prior to the processing of the disbursement.	See management’s response at the end of the report.

**Okaloosa County District School Board
School Internal Funds
Management Letter Comment – Eglin Elementary School**

CONTROL NUMBER	RATING	AREA	ITEM NOTED	SUGGESTION	MANAGEMENT ACTION
ML 2021-02	IP	<p>Disbursement Documentation</p> <p>The Okaloosa County School District Internal Account Manual, Section 1.026(5) provides guidance on the process for disbursements. The section requires that “disbursements must be made from original invoice only.” In addition, Chapter 8 of the Red Book, Section I, 1.8 states that sound business practices should be observed in expending all transactions.</p>	<p>During our audit, we noted 1 instance out of a sample of 10 disbursements in which vendor invoices were missing and 1 instance in which the amount paid did not match vendor invoice.</p>	<p>We recommend the school ensure all expenditures reconcile to the requisition and invoice(s). If the amount differs, and explanation for the difference must be included on the invoice(s) and reconcile to the total amount of the check. This will document compliance with Section 1.026(5) of the policy manual and indicate the expenditures have proper backup documentation.</p>	<p>See management’s response at the end of the report.</p>

**Okaloosa County District School Board
School Internal Funds
Management Letter Comment – Longwood Elementary School**

CONTROL NUMBER	RATING	AREA	ITEM NOTED	SUGGESTION	MANAGEMENT ACTION
ML 2021-03	D	<p>Disbursement Documentation</p> <p>The Okaloosa County School District Internal Account Manual, Section 1.026(3) provides guidance on the process for disbursements. The section requires that “invoices will be marked “PAID” immediately upon making remittance.”</p>	<p>During our audit, we noted a total of 13 instances out of a sample of 15 in which the supporting documentation was not stamped paid.</p>	<p>We recommend the school ensure all expenditure invoices be stamped “PAID”. This will document compliance with Section 1.026(3) of the policy manual and reduce the risk that invoices are paid multiple times.</p>	<p>See management’s response at the end of the report.</p>

**Okaloosa County District School Board
School Internal Funds
Management Letter Comment – Riverside Elementary School**

CONTROL NUMBER	RATING	AREA	ITEM NOTED	SUGGESTION	MANAGEMENT ACTION
ML 2021-04	IP	<p>Disbursement Documentation</p> <p>The Okaloosa County School District Internal Account Manual, Section 1.142 provides guidance on the process for disbursements. The section requires that “any expenditure that a teacher or sponsor wishes to make must be requested on this [check requisition] form.”</p>	<p>During our audit, we noted 2 instances out of a sample of 10 disbursements in which certain payment amounts did not have an applicable check requisition form.</p>	<p>We recommend the school ensure all expenditures include the corresponding invoice with the Check Requisition/Transfer Form. This will document compliance with Section 1.142 of the policy manual and indicate the expenditures have proper authorization.</p>	<p>See management’s response at the end of the report.</p>

**Okaloosa County District School Board
School Internal Funds
Management Letter Comment – Riverside Elementary School**

CONTROL NUMBER	RATING	AREA	ITEM NOTED	SUGGESTION	MANAGEMENT ACTION
ML 2021-05	IP	<p>Disbursement Documentation</p> <p>The Okaloosa County School District Internal Account Manual, Section 1.026(5) provides guidance on the process for disbursements. The section requires that “disbursements must be made from original invoice only.” In addition, Chapter 8 of the Red Book, Section I, 1.8 states that sound business practices should be observed in expending all transactions.</p>	<p>During our audit, we noted 1 instance out of a sample of 10 disbursements in which vendor invoices were missing and 1 instance in which the amount paid did not match vendor invoice.</p>	<p>We recommend the school ensure all expenditures reconcile to the requisition and invoice(s). If the amount differs, and explanation for the difference must be included on the invoice(s) and reconcile to the total amount of the check. This will document compliance with Section 1.026(5) of the policy manual and indicate the expenditures have proper backup documentation.</p>	<p>See management’s response at the end of the report.</p>

**Okaloosa County District School Board
School Internal Funds
Management Letter Comment – Riverside Elementary School**

CONTROL NUMBER	RATING	AREA	ITEM NOTED	SUGGESTION	MANAGEMENT ACTION
ML 2021-06	D	<p>Disbursement Documentation</p> <p>The Okaloosa County School District Internal Account Manual, Section 1.026(3) provides guidance on the process for disbursements. The section requires that “invoices will be marked “PAID” immediately upon making remittance.”</p>	<p>During our audit, we noted a total of 2 instances out of a sample of 10 in which the supporting documentation was not stamped paid.</p>	<p>We recommend the school ensure all expenditure invoices be stamped “PAID”. This will document compliance with Section 1.026(3) of the policy manual and reduce the risk that invoices are paid multiple times.</p>	<p>See management’s response at the end of the report.</p>

**Okaloosa County District School Board
School Internal Funds
Management Letter Comment – Walker Elementary School**

CONTROL NUMBER	RATING	AREA	ITEM NOTED	SUGGESTION	MANAGEMENT ACTION
ML 2021-07	D	<p>Disbursement Documentation</p> <p>The Okaloosa County School District Internal Account Manual, Section 1.026(3) provides guidance on the process for disbursements. The section requires that “invoices will be marked “PAID” immediately upon making remittance.”</p>	<p>During our audit, we noted a total of 6 instances out of a sample of 10 in which the supporting documentation was not stamped paid.</p>	<p>We recommend the school ensure all expenditure invoices be stamped “PAID”. This will document compliance with Section 1.026(3) of the policy manual and reduce the risk that invoices are paid multiple times.</p>	<p>See management’s response at the end of the report.</p>

**Okaloosa County District School Board
School Internal Funds
Management Letter Comment – Walker Elementary School**

CONTROL NUMBER	RATING	AREA	ITEM NOTED	SUGGESTION	MANAGEMENT ACTION
ML 2021-08	IP	<p>Disbursement Documentation</p> <p>The Okaloosa County School District Internal Account Manual, Section 1.026(6) provides guidance on the process for disbursements. The section requires that “the school should take advantage of all available purchase discounts.” In addition, Chapter 8 of the Red Book, Section I, 1.8 states that sound business practices should be observed in expending all transactions.</p>	<p>During our audit, we noted 2 instances out of a sample of 10 disbursements in which payment was made long after the invoice due date and in one instance, late fees were assessed.</p>	<p>We recommend the school ensure all expenditures are paid in a timely manner avoiding late fees. This will document compliance with Section 1.026(6) of the policy manual and indicate the expenditures are paid in a timely manner.</p>	<p>See management’s response at the end of the report.</p>

**Okaloosa County District School Board
School Internal Funds
Management Letter Comment – Walker Elementary School**

CONTROL NUMBER	RATING	AREA	ITEM NOTED	SUGGESTION	MANAGEMENT ACTION
ML 2021-09	D	<p>Disbursement Documentation</p> <p>The Okaloosa County School District Internal Account Manual, Section 1.026(5) provides guidance on the process for disbursements. The section requires that “disbursements must be made from original invoice only.” In addition, Chapter 8 of the Red Book, Section I, 1.8 states that sound business practices should be observed in expending all transactions.</p>	<p>During our audit, we noted 1 instance out of a sample of 20 disbursements in which no vendor invoice was provided and 1 instance in which amount paid did not match vendor invoice.</p>	<p>We recommend the school ensure all expenditures include the corresponding invoice with the Check Requisition/Transfer Form. Additionally, the total amount of the check should reconcile to the requisition and invoice(s). If the amount differs, and explanation for the difference must be included on the invoice(s) and reconcile to the total amount of the check. This will document compliance with Section 1.026(5) of the policy manual and indicate the expenditures have proper backup documentation.</p>	<p>See management’s response at the end of the report.</p>

**Okaloosa County District School Board
School Internal Funds
Management Letter Comment – Wright Elementary School**

CONTROL NUMBER	RATING	AREA	ITEM NOTED	SUGGESTION	MANAGEMENT ACTION
ML 2021-10	IP	<p>Receipt Documentation</p> <p>The Okaloosa County School District Internal Account Manual, Section 1.009(1) provides guidance on the process for cash collections and deposits. The section requires that “collections made outside of the school office, which exceed \$10 in the aggregate, must be turned in to the school office daily.”</p>	<p>During our audit, we noted a total of 2 instances out of a sample of 20 where the documentation indicates that the money was not turned in to the school office on a daily basis.</p>	<p>We recommend the school sponsor turn in all monies collected the same day of the sponsored event. This will document compliance with Section 1.009(1) of the policy manual and will reduce the risk of theft or loss related to receipt collection.</p>	<p>See management’s response at the end of the report.</p>

**Okaloosa County District School Board
School Internal Funds
Management Letter Comment – Meigs Middle School, Clifford**

CONTROL NUMBER	RATING	AREA	ITEM NOTED	SUGGESTION	MANAGEMENT ACTION
ML 2021-11	D	<p>Disbursement Documentation</p> <p>The Okaloosa County School District Internal Account Manual, Section 1.026(5) provides guidance on the process for disbursements. The section requires that “disbursements must be made from original invoice only.” In addition, Chapter 8 of the Red Book, Section I, 1.8 states that sound business practices should be observed in expending all transactions. In addition, Section 1.026(3) provides requires that “invoices will be marked “PAID” immediately upon making remittance.”</p>	<p>During our audit, we noted a total of 3 instances out of a sample of 25 in which the supporting documentation for the expenditure did not agree in total with the amount paid or there was no supporting documentation for the expenditure. In addition, we noted a total of 9 instances out of a sample of 25 where the invoices were not stamped “PAID”.</p>	<p>We recommend the school ensure all expenditures reconcile to the requisition and invoice(s). If the amount differs, and explanation for the difference must be included on the invoice(s) and reconcile to the total amount of the check. This will document compliance with Section 1.026(5) of the policy manual and indicate the expenditures have proper backup documentation. In addition, We recommend the school ensure all expenditure invoices be stamped “PAID”. This will document compliance with Section 1.026(3) of the policy manual and reduce the risk that invoices are paid multiple times.</p>	<p>See management’s response at the end of the report.</p>

**Okaloosa County District School Board
School Internal Funds
Management Letter Comment – Meigs Middle School, Clifford**

CONTROL NUMBER	RATING	AREA	ITEM NOTED	SUGGESTION	MANAGEMENT ACTION
ML 2021-12	IP	<p>Receipt Documentation</p> <p>The Okaloosa County School District Internal Account Manual, Section 1.009(1) provides guidance on the process for cash collections and deposits. The section requires that “collections made outside of the school office, which exceed \$10 in the aggregate, must be turned in to the school office daily.” In addition, the Okaloosa County School District Internal Account Manual, Section 1.009(2) states that any “money collected must be deposited intact in the bank at a minimum any time more than \$500 is received.”</p>	<p>During our audit, we noted a total of 3 instances out of a sample of 25 where the documentation indicates that the money was not turned in to the school office on a daily basis. In addition, we noted a total of 3 instances out of a sample of 32 where monies collected in excess of \$500 were not deposited until several days after the date collected as noted on the monies collected form.</p>	<p>We recommend the school sponsor turn in all monies collected the same day of the sponsored event and that these monies be deposited timely. This will document compliance with Sections 1.009(1) and 1.009 (2) of the policy manual and will reduce the risk of theft or loss related to receipt collection.</p>	<p>See management’s response at the end of the report.</p>

**Okaloosa County District School Board
School Internal Funds
Management Letter Comment – Meigs Middle School, Clifford**

CONTROL NUMBER	RATING	AREA	ITEM NOTED	SUGGESTION	MANAGEMENT ACTION
ML 2021-13	IP	<p>Athletic Ticket Documentation</p> <p>The Okaloosa County School District Internal Account Manual, Section 1.130(1) requires the use of an Activity Event Ticket Sellers Report for each football game or other ticketed event. Furthermore Section 1.133 requires the use of a Ticket Inventory Ledger to document all tickets used.</p>	<p>During our audit, we noted 2 instances out of a sample of 6 where a Ticket Seller's Report could not be located. Also during our audit, we noted ticket inventory ledger had not been properly maintained. The most recent ledger we were able to locate only included two ticket rolls. We noted a substantial amount of ticket rolls in the ticket inventory that were not listed on this ledger.</p>	<p>We recommend the school ensure the use of a Ticket Seller's Report for each event verifying the total amount of change and beginning ticket numbers upon receipt. This will document compliance with Section 1.130(3) of the policy manual. We also recommend the school maintain and remit a ticket inventory ledger including all tickets on hand to the District's finance department monthly and reconcile tickets for each roll following each ticketed event. This will document compliance with Section 1.133(1) of the policy manual.</p>	<p>See management's response at the end of the report.</p>

**Okaloosa County District School Board
School Internal Funds
Management Letter Comment – Shoal River Middle School**

CONTROL NUMBER	RATING	AREA	ITEM NOTED	SUGGESTION	MANAGEMENT ACTION
ML 2021-14	D	<p>Disbursement Documentation</p> <p>The Okaloosa County School District Internal Account Manual, Section 1.026(3) provides guidance on the process for disbursements. The section requires that “invoices will be marked “PAID” immediately upon making remittance.”</p>	<p>During our audit, we noted a total of 3 instances out of a sample of 10 in which the supporting documentation was not stamped paid.</p>	<p>We recommend the school ensure all expenditure invoices be stamped “PAID”. This will document compliance with Section 1.026(3) of the policy manual and reduce the risk that invoices are paid multiple times.</p>	<p>See management’s response at the end of the report.</p>

**Okaloosa County District School Board
School Internal Funds
Management Letter Comment – Richbourg School**

CONTROL NUMBER	RATING	AREA	ITEM NOTED	SUGGESTION	MANAGEMENT ACTION
ML 2021-15	IP	<p>Receipt Documentation</p> <p>The Okaloosa County School District Internal Account Manual, Section 1.124 requires the use of a Monies Collected Form when collections are made outside of the school office.</p>	<p>During our audit, we noted a total of 4 instances out of a sample of 25 where the MCF was missing, which was considered multiple exceptions.</p>	<p>We recommend the school ensure all receipts are documented using a monies collected form. This will document compliance with Section 1.124 of the policy manual and reduce the risk of theft or loss related to receipt collection.</p>	<p>See management's response at the end of the report.</p>

**Okaloosa County District School Board
School Internal Funds
Management Letter Comment – Silver Sands School**

CONTROL NUMBER	RATING	AREA	ITEM NOTED	SUGGESTION	MANAGEMENT ACTION
ML 2021-16	D	<p>Disbursement Documentation</p> <p>The Okaloosa County School District Internal Account Manual, Section 1.026(5) provides guidance on the process for disbursements. The section requires that “disbursements must be made from original invoice only.”</p>	<p>During our audit, we noted a total of 3 instances out of a sample of 15 in which either the supporting documentation for the expenditure did not agree in total with the amount paid or the supporting documentation for the expenditure could not be located.</p>	<p>We recommend the school ensure that the total amount of the check should reconcile to the requisition and invoice(s). If the amount differs, an explanation for the difference should be included on the invoice(s) and reconcile to the total amount of the check. This will document compliance with Section 1.026(5) and indicate the expenditures have proper backup documentation and approvals.</p>	<p>See management’s response at the end of the report.</p>

**Okaloosa County District School Board
School Internal Funds
Management Letter Comment – Southside Primary School**

CONTROL NUMBER	RATING	AREA	ITEM NOTED	SUGGESTION	MANAGEMENT ACTION
ML 2021-17	D	<p>Disbursement Documentation</p> <p>The Okaloosa County School District Internal Account Manual, Section 1.026(3) provides guidance on the process for disbursements. The section requires that “invoices will be marked “PAID” immediately upon making remittance.”</p>	<p>During our audit, we noted a total of 6 instances out of a sample of 10 in which the supporting documentation was not stamped paid.</p>	<p>We recommend the school ensure all expenditure invoices be stamped “PAID”. This will document compliance with Section 1.026(3) of the policy manual and reduce the risk that invoices are paid multiple times.</p>	<p>See management’s response at the end of the report.</p>



Carr, Riggs & Ingram, LLC
Certified Public Accountants
500 Grand Boulevard
Suite 210
Miramar Beach, Florida 32550

(850) 837-3141
(850) 654-4619 (fax)
CRlcpa.com

INDEPENDENT ACCOUNTANTS' REPORT

To the Okaloosa County District School Board
and Marcus Chambers, Superintendent of Schools
Fort Walton Beach, Florida

We have examined Okaloosa County District School Board School Internal Funds' compliance with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, during the year ended June 30, 2021. Management of Okaloosa County District School Board School Internal Funds is responsible for the District's compliance with the specified requirements. Our responsibility is to express an opinion on the District's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements during the year ended June 30, 2021.

This report is intended solely for the information and use of management and the State of Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

Carr, Riggs & Ingram, L.L.C.

CARR, RIGGS & INGRAM, LLC

Miramar Beach, Florida
November 30, 2021



Destin Elementary School

“Home of the Destin Dolphins”

630 Kelly Street ~Destin, FL 32541

Phone (850)833-4360 ~Fax (850)833-4370



Joe Jannazo
Principal

Amy Meyer
Asst. Principal

To whom it may concern,

We have been made aware of the two audit findings regarding the process for check requisitions and disbursements. We appreciate the audit team’s diligence in helping us identify areas for improvement and we will follow the audit team’s recommendations shared in the audit finding. Staff has been instructed to review the Okaloosa County School District Internal Account Manual to ensure these issues are not repeated.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joe Jannazo", written over a faint blue line.

Joe Jannazo
Principal



EGLIN ELEMENTARY SCHOOL



Ms. Lauren Seegars, Principal
Mrs. Amy Church, Assistant Principal
200 Gaffney Road, Eglin AFB, FL 32542
(850) 833-4320 phone (850) 833-3671 fax
www.okaloosaschools.com/eglin

Lauren M. Villarreal, CPA, CAM
Manager
Carr, Riggs & Ingram, LLC
500 Grand Boulevard
Suite 210
Miramar Beach, FL 32550

RE: Response to Internal Audit Findings FY 2020-2021

Dear Ms. Villarreal,

Due to the findings noted by your audit of the Internal Funds on August 4, 2021, it was noted that there were 1 instance where requisition amount did not match total amount of invoice and 1 instance where disbursements did not have backup documentation for payment. These errors were not intentional and overlooked by the Bookkeeper.

To correct this error in the future, the Bookkeeper will ensure all requisition amounts match invoice totals and all disbursements have proper back up documentation at time of order processing. As well as perform monthly reviews of Internal Fund File Folders for proper transaction totals and documentation.

Sincerely,

Jessica Chandler, Bookkeeper

Lauren Seegars, Principal

SERVING THOSE WHO SERVE U.S.

Never Give In.



Never Give Up.

Longwood Elementary School

Home of the Leopards

Title I School

50 HOLLY AVENUE
SHALIMAR, FLORIDA 32579
(850) 833-4329
FAX (850) 833-4336

Yvonne Michna
Principal

Lisa Jones
Assistant Principal

November 21, 2021

RE: Internal Audit Findings Detail

To Whom It May Concern:

Upon conclusion of the Longwood Elementary internal audit we received a report stating that our institution had one finding. This letter is evidence that we are aware of the finding and have made adjustments to ensure these do not occur in the future. During the audit, it was noted invoices were not stamped paid on 13 instances out of a sample of 15.

Our bookkeeper will ensure that invoices are stamped "PAID" when processing checks. Our bookkeeper will also re-verify invoices are stamped "PAID" at the end of every month when closing out the month.

Sincerely,

A handwritten signature in blue ink that reads "Yvonne Michna". The signature is fluid and cursive.

Yvonne Michna
Principal



Melissa Kearley
Principal



RIVERSIDE

ELEMENTARY



Sarah Kennedy
Assistant Principal

Melissa Detweiler
School Counselor

December 7, 2021

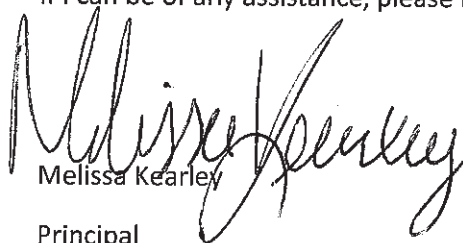
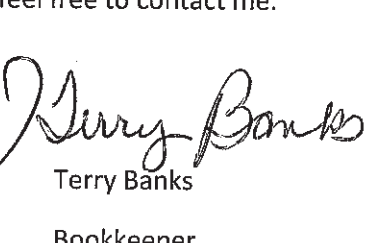
To Whom It May Concern:

This letter is in response to the findings found by the Carr Riggs & Ingram auditors.

Riverside Elementary findings showed the requisition amount did not match the total amount of the invoice and check, and check requisitions were not provided. This will be corrected by ensuring all expenditures include the corresponding invoice with the Check Requisition/Transfer Forms. If the amounts differ, an explanation will be provided.

Also, two instances were noted regarding invoices that were not stamped "PAID". The School will ensure that all expenditures include the corresponding invoice stamped "PAID" with the Check Requisition/Transfer Form.

If I can be of any assistance, please feel free to contact me.

Melissa Kearley
Principal

Terry Banks
Bookkeeper

HOME OF THE EAGLES

3400 East Redstone Avenue ♦ Crestview, FL 32539 ♦ 850-689-7203 ♦ 850-689-7401 (fax)

Lorna Carnley
Principal



Walker Elementary

2988 Stillwell Blvd.
Crestview, FL 32539
Phone (850) 689-7220
Fax (850)689-7654

Mandy Lopez
Assistant Principal

Brenda Wilde
Guidance Counselor

Walker- Not just a school but a family. We teach the whole child.

November 15, 2021

To: Lauren M. Villarreal

Carr, Rigs & Ingram,

I have gone over the findings with our bookkeepers and have made sure she is following the correct procedures to fix any future problems.

- During our audit, we noted a total of 6 instances out of a sample of 10 where the invoices were not stamped "PAID." These omissions were not intentional and were overlooked by the bookkeeper. To correct this error in the future, the bookkeeper will ensure that all invoices are stamped "PAID" in processing checks. The administrators will check all invoices for the stamp when signing the checks.
- During our audit, we noted 2 instances out of a sample of 10 disbursements in which payment was made long after the invoice due date and in one instance, late fees were assessed. To correct this error in the future, when bills are received, they will be paid within the week.
- During our audit, we noted 1 instance out of a sample of 20 disbursements in which no vendor invoice was provided and 1 instance in which amount paid did not match vendor invoice. To correct this error in the future, the bookkeeper and administrators will match all invoices against payment made.

Sincerely,

A handwritten signature in blue ink that reads "Lorna Carnley". The signature is written in a cursive, flowing style.

Lorna Carnley

Walker Principal



WRIGHT ELEMENTARY SCHOOL

**305 Lang Road
Fort Walton Beach, Florida 32547
(850) 833-3580
Dr. Anita Gail Choice**

December 1, 2021

Lauren Villarreal
Carr, Riggs and Ingram, LLC

In response to the Wright Elementary School's 2020-2021 year audit:

Finding 1 – The teacher date did not equal the bookkeeper date on the monies collected form - The teacher's review the written instructions and the proper dating procedure on the monies collected form at the beginning of each year, and we will address any issues as well as during the year if needed. As for turning in the money with the monies collected form, if the bookkeeper is not able to make it to the bank for the deposit, the drop safe will be used and "drop safe" will be marked on the monies collected form. We understand once the monies collected reaches \$500.00, a deposit is to be made at the bank.

We understand these guidelines and they will be addressed with the staff to correct these errors.

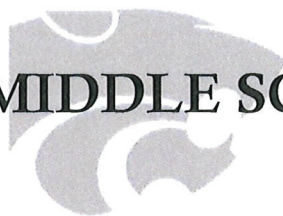
Sincerely,

Dr. Anita Choice
Principal

Melissa Bowell
Principal

Joey Chancellor
Assistant Principal

MEIGS MIDDLE SCHOOL



Sarah Kennedy
Assistant Principal

Bobbi Patterson
School Counselor

August 25, 2021

Carr, Riggs, and Ingram, LLC:

During the audit, the following areas of concern from the previous bookkeeper were identified and will be remedied immediately.

Cash Receipts: The new bookkeeper has been properly trained on the Okaloosa County School District Monies Collected Procedures. Additionally, all faculty and staff have been provided the policy and procedures in writing by the new principal. The expectation is that all Okaloosa County School District Policies will be followed by all faculty and staff at Meigs Middle School.

Cash Disbursements: The new bookkeeper has been properly trained on Okaloosa County School District Cash Disbursement Policies and Procedures. The new bookkeeper understands that all invoices must be stamped "Paid" and all checks written must match invoice amounts. Additionally, the new bookkeeper understands that each donation over \$500 must require approval by the Superintendent of Okaloosa County Schools. Even further, all donation letters are being kept for supporting documentation for the year.

Athletic Tickets: The new bookkeeper has been properly trained on Okaloosa County School District policies and procedures as it pertains to athletic tickets. Additionally, for proper documentation moving forward, the new bookkeeper has individual binders for each ticket inventory so they may be properly maintained throughout the year. Moreover, the new bookkeeper has trained all administration at Meigs and will continue to train all coaches and ticket takers on the athletic ticket policies and procedures set forth by the Okaloosa County School District.

All audit findings happened under previous administration. This has been documented and, as new administration and bookkeeper, we understand the Okaloosa County School District Policies and ensure you that this will not happen again under the new administration and new bookkeeper's watch.

Thank you,

A handwritten signature in blue ink that reads "MBowell". The signature is written in a cursive, flowing style.

Melissa Bowell
Principal, Meigs Middle School

HOME OF THE WILDCATS

150 Richbourg Avenue ♦ Shalimar, FL 32579 ♦ 850-833-4301 ♦ 850-833-9392 (fax)

SHOAL RIVER MIDDLE SCHOOL
3200 Redstone Avenue East, Crestview, FL 32539; 850-689-7229

Mr. Craig Miller
Principal

Dr. Cheryl Seals
Assistant Principal

Ms. Susan Geering
Assistant Principal



Ms. Michelle Adams
School Counselor

Ms. Keitha Holloway
School Counselor

November 17, 2021

Laruen M. Villarreal, CPA, CAM
Carr Riggs & Ingram, LLC
500 Grand Boulevard
Suite 210
Miramar Beach, FL 32550

Dear Ms. Villarreal,

Due to the findings noted by your audit of the Internal Funds for 2020, it was noted that there were 3 instances where the invoices were not marked "PAID." These omissions were not intentional and were overlooked by the Bookkeeper.

To ensure that this error is not repeated, there will be several steps to verify that the "PAID" stamp will be utilized. At the time the check is processed, the check "signer" will verify that the backup documents are stamped. In addition, at the end of each month, there will be another inspection of the documents by the "Backup Bookkeeper."

Sincerely,

A handwritten signature in cursive script that reads "Debbie Brown".

Debbie Brown, Bookkeeper

A handwritten signature in cursive script that reads "Craig Miller".

Craig Miller, Principal



Lance C. Richbourg School 500
Alabama Street
Crestview, Florida 32536
Amy Anderson, principal
Vaneesa Harrington, Assistant principal
Phone: 850-689-5089



To Whom it May Concern:

In order to address the finding concerning monies collected forms, we included a refresher/reminder instructional session for our teachers during our first day of meetings this school year. Sponsor will be reminded to record on the form all monies collected each day of collection, and to date and turn in forms

Thank you,

A handwritten signature in cursive script, appearing to read "Amy W. Anderson".

Amy W. Anderson
Principal
Richbourg School/Fast Track North
anderson@okaloosaschools.com
850.689.5089
850.226.4725



Silver Sands School

349 Holmes Boulevard N.W.

Fort Walton Beach, Florida 32548

Phone (850) 833-3364

Fax (850) 833-3366

To Whom it May Concern,

In response to the audit finding regarding documentation supporting the expenditures, Ms. Christa Bass and I have worked on a system to ensure that the error will be eliminated. I (the principal) will not sign any check without a check requisition and receipt that matches the amount given.

A handwritten signature in blue ink that reads "S. Wheat".

Stephanie Wheat
Principal
Silver Sands School



SOUTHSIDE PRIMARY



Debra Haan, Principal
650 S. Pearl Street
Crestview, Florida 32539

(850) 689-7211

Fax (850) 689-7999

November 15, 2021

To Whom It May Concern:

I am aware of the finding in the fiscal year 2021 Internal funds audit. The bookkeeper has reviewed Section 1.026(3) of the Internal Account Manual and will ensure all expenditures include the corresponding invoice stamp "PAID".
Thank you!

Debra Haan, Principal